Summary Report for Individual Task
805K-79R-7404
Implement a Battalion Calendar
Status: Approved

Condition: As the S3, you are tasked with ensuring that all Battalion events and tasks are tracked in a consolidated format and location. You have access to Microsoft Outlook, SharePoint, Microsoft Office Suite, and company sync matrixes.

Standard: Implement a Battalion Training Calendar that: consolidates all events in one calendar, allows situational awareness for staff and leadership at all levels, and synchronize events at all levels.

Special Condition: None

Safety Risk: Low

MOPP 4:

Task Statements

Cue: None

DANGER
None

WARNING
None

CAUTION
None

Remarks: None

Notes: None

Performance Steps

1. Establish format for a Battalion Calendar.

    a. Synchronize with higher headquarters calendars.

    b. Receive guidance from higher headquarters.
      Note: If using Microsoft Outlook, S6 has to request a Battalion Calendar Events calendar mailbox from USAREC G6.

2. Set permissions for write/contribute or read-only access.

    a. Elect certain staff OIC's for write/contribute access to add events.

    b. Coordinate with S6 to set permissions for individuals.

3. Designate events that should be inputted in the calendar.

    a. Coordinate with A&PA for National Asset events, community, school, and other Company events.

    b. Coordinate with XO for CIP dates for Companies.

    c. Coordinate with Training for training dates.

    d. Coordinate with BDE for relevant events.

4. Determine categories or color code assignment for calendar.

    a. Assign categories or color codes for different events.

    b. Ensure color coding is captured as SOP for everyone's situational awareness.

5. Add events to calendar.

    a. Verify RSID for event.

    b. Verify location.

    c. Verify dates.

    d. Mitigated scheduling conflicts between Company, Battalion, and Brigade.

    e. Ensure color coding assignment is correct.

6. Upload calendar through Outlook or SharePoint.

7. Disseminate location of calendar to leadership.

8. Update Calendar weekly or as needed.

(Asterisks indicates a leader performance step.)

Evaluation Guidance: Score the Soldier GO if all performance measures are passed (P). Score the Soldier NO GO if any performance measure is failed (F). If the Soldier scores NO GO, show the Soldier what was done wrong and how to do it correctly.

Evaluation Preparation: This task may be evaluated by using the evaluation guide and/or administering the performance test. Evaluation Guide. If the task is performed on the job, use the materials listed in the CONDITIONS statement above. This task can be evaluated by using the evaluation guide.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Established format for a Battalion Calendar.			
a. Synchronized with higher headquarters calendars.			
b. Received guidance from higher headquarters.			
2. Set permissions for write/contribute or read-only access.			
a. Elected certain staff OIC's for write/contribute access to add events.			
b. Coordinated with S6 to set permissions for individuals.			
3. Designated events that should be inputted in the calendar.			
a. Coordinated with A&PA for National Asset events, community, school, and other Company events.			
b. Coordinated with XO for CIP dates for companies.			
c. Coordinated with Training for training dates.			
d. Coordinated with BDE for relevant events.			
4. Determined categories or color code assignment for calendar.			
a. Assigned categories or color codes for different events.			
b. Ensured color coding is captured as SOP for everyone's situational awareness.			
5. Added events to calendar.			
a. Verified RSID for event.			
b. Verified location.			
c. Verified dates.			
d. Mitigated scheduling conflicts between Company, Battalion, and Brigade.			
e. Ensured color coding assignment is correct.			
6. Uploaded calendar through Outlook or SharePoint.			
7. Disseminated location of calendar to leadership.			
8. Updated Calendar weekly or as needed.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	AR 350-1	Army Training and Leader Development (*RAR 001, 08/04/2011)	Yes	No
	FM 6-0	COMMANDER AND STAFF ORGANIZATION AND OPERATIONS	Yes	Yes
	USAREC Manual 3-30	Recruiting Company Operations V1	No	No

Environment: Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT.

Safety: In a training environment, leaders must perform a risk assessment in accordance with ATP 5-19, Risk Management. Leaders will complete the current Deliberate Risk Assessment Worksheet in accordance with the TRADOC Safety Officer during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and

weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination.

Prerequisite Individual Tasks : None

Supporting Individual Tasks : None

Supported Individual Tasks : None

Supported Collective Tasks : None